

FINANCIAL RECORDS RETENTION SCHEDULE

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FINANCIAL RECORDS

SG0601. ACCOUNTING ADMINISTRATIVE FILES

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

Retention *Record copy:* Retain by Agency for 3 years or after audit and then destroy.

SG0602. ACCOUNTS RECEIVABLE INVOICES

Invoices billing non-state agencies or institutions for supplies, services or repairs provided by an agency.

Retention *Record copy:* Retain by Agency for 3 years or after audit and then destroy.

SG0603. ADJUSTMENT FORMS

Appropriation adjustments created by agency accounting officers and sent to the Division of Financial Management for approval.

Retention *Record copy:* Retain by Agency for 3 years or after audit and then destroy.

SG0604. AUDITOR'S FINANCIAL REPORT

Report prepared by internal or external auditors as a result of a financial audit.

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

SG0605. BANK DAILY TOTALS

Daily report from bank that is used for reconciliation.

Retention *Record copy:* Retain by the State Treasurer's Office for 1 year and then destroy.

SG0606. BANK STATEMENTS

Canceled checks, debit/credit memoranda, deposit slips, and monthly reconciliations.

Retention *Record copy:* Retain by the State Treasurer's Office for 3 years and then destroy.

SG0607. BOND OFFICIAL TRANSCRIPTS

Official files regarding authority to permit bond negotiations with paying agent, etc.

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

SG0608. BOND REGISTRATION FILES

Issuing agent's copies of bond registration stubs.

Retention *Record copy:* Retain for 2 years and then destroy.

SG0609. BONDS, NOTES AND COUPONS PAID

Coupons and notes redeemed throughout the lifetime of the bond.

Retention *Record copy:* Retain by the State Treasurer's Office until redeemed by paying agency and then destroy.

SG0610. CASH RECEIPTS

Agency copy of receipts given to customers who pay cash to the agency for services rendered.

Retention *Record copy:* Retain by agency for 3 years or after audit and then destroy.

SG0611. COLLECTION BONDS

Collection agency bonds are bonds filed by collection agencies in the state.

Retention *Record copy:* Retain by agency for 7 years after bond expiration and then destroy.

SG0612. COST ACCOUNTING REPORTS

Reports maintained by receiving and reporting units, which document how much it costs an entity to provide a service and the fee they charge for that service.

Retention *Record copy:* Retain by agency for 3 years or after audit and then destroy.

SG0613. COST REPORT DATA FILES

Ledgers and forms used to accumulate data for use in cost reports.

Retention *Record copy:* Retain by agency for 3 years or after audit and then destroy.

SG0614. DEPOSITS WITH STATE TREASURER

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.

Retention *Record copy:* Retain for 3 years or after audit and then destroy.

SG0615. EMPLOYEE TRAVEL REIMBURSEMENT FILES

Records relating to reimbursing individuals, such as travel orders, travel authorizations, per diem vouchers, transportation requests, hotel reservations, and all supporting records documenting official travel by officers, employees, dependents, or others authorized by law to travel.

Retention *Record copy:* Retain by Agency for 3 years or after audit and then destroy.

SG0616. EXPENDITURE ACCOUNTING GENERAL CORRESPONDENCE AND SUBJECT FILES

Correspondence or subject file maintained by operating units responsible for expenditure accounting, pertaining to their internal operations and administration.

Retention *Record copy:* Retain for 2 years or after audit and then destroy.

SG0617. EXPENDITURE ACCOUNTING POSTING AND CONTROL FILES

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

Retention *Record copy:* Retain by agency for 3 years or after audit and then destroy.

SG0618. FREIGHT FILES

Records relating to freight, consisting of export certificates, transit certificates, demurrage card, record books, shipping documents pertinent to freight classification, memorandum copies of government or commercial bills of lading, shortage and demurrage reports, and all supporting documents, including records relating to the shipment of household goods.

Retention *Record copy:* Retain by agency for 3 years after the period of the account or after audit and then destroy.

SG0619. FREIGHT SCHEDULES OF LOST OR DAMAGED SHIPMENTS

Schedules of valuables shipped, correspondence, memoranda, reports and other related records.

Retention *Record copy:* Retain by agency for 3 years after audit or restitution is made, then destroy.

SG0620. GENERAL ACCOUNTING LEDGER

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

Retention *Record copy:* Retain for 7 years or after audit and then destroy.

SG0621. INVENTORY OF FIXED ASSETS

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

Retention *Record copy:* Retain by agency for 2 years and then destroy.

SG0622. JOURNAL ENTRY RECORDS

Entries listing adjustments to an organization's credit or debit financial statements.

Retention *Record copy:* Retain for 10 years and then destroy.

SG0623. NOTARY BOND FILES

Posted by notaries public conditioned for the faithful performance of duties.

Retention *Record copy:* Retain by the Secretary of State's Office for 7 years after expiration and then destroy.

SG0624. PERFORMANCE BONDS

Bonds made payable to the state conditional to the performance of all activity requirements and state and federal law.

Retention *Record copy:* Retain by agency for 7 years after expiration and then destroy.

SG0625. PERSONAL SURETY BONDS

Official copies of the bond and attached powers of attorney.

Retention *Record copy:* Retain by agency for 15 years after bond becomes inactive and then destroy.

SG0626. PERSONNEL ACCOUNTING ADMINISTRATIVE FILES

Files used for workload and personnel management purposes. Includes correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

Retention *Record copy:* Retain by agency for 2 years or after audit and then destroy.

SG0627. PETTY CASH RECORDS

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

Retention *Record copy:* Retain by agency for 3 years or after audit and then destroy.

SG0628. REFUND REQUESTS

Form signed by the customer which requests a refund of monies paid to the agency.

Retention *Record copy:* Retain by agency for 3 years or after audit and then destroy.

SG0629. STATE REVENUE BONDS

Files which document the obligations of the State support by a specific revenue source. They are generally terms of 3-20 years. The most common are State Revenue Bonds which include leases and rentals. They have interest paid semi-annually.

Retention *Record copy:* Retain for 1 year after paid, canceled, or after audit, then destroy.

SG0630. TAX AND REVENUE ANTICIPATION NOTES

Short-term notes which are revenue supported. They are issued by the State Treasurer for a term of less than 1 year.

Retention *Record copy:* Retain for 1 year after paid or cancelled and then destroy.

SG0631. TELEPHONE BILLS

Bills which document calls made from state offices. Bills also include the number called and the length, time, and date of phone call.

Retention *Record copy:* Retain by agency for 3 years or after audit and then destroy.

SG0632. TRAVEL AND TRANSPORTATION FILES

Correspondence, forms, and relating records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.

Retention *Record copy:* Retain by agency for 3 years or after audit and then destroy.

SG0633. VENDOR PAYMENT VOUCHERS - CANCELED

Documentation used to input data about canceled warrants.

Retention *Record copy:* Retain for 7 years or after audit and then destroy.

SG0634. WARRANT REQUESTS

Expenditures processed by state agencies to the Office of the State Controllers statewide accounting system to pay vendors for supplies and/or services the vendors have provided to the agencies.

Retention *Record copy:* Retain by the Agency for 3 years or after audit and then destroy.

SG0635. WARRANT REQUESTS USED IN THE PURCHASE OF REAL PROPERTY

Documentation of the purchase of real estate by a government agency.

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

SG0636. WARRANT / CHECK

Actual warrant or check cut from warrant request to pay for services rendered.

Retention *Record copy:* Retain until redeemed and microfilmed by the bank. Maintain microfilm by the Office of the State Treasurer for 7 years or after audit and then destroy.

SG0637. WARRANT / CHECK - LOST

Legal documentation explaining and justifying a lost warrant, so that a new one can be issued.

Retention *Record copy:* Retain by the Office of the State Controller for 7 years or after audit and then destroy.

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